

Cancellation

Introduction

An action may need to be cancelled because a decision orders an action to be rescinded or withdrawn or because the action should never have occurred. In EHRP, cancellations are made in the **Cancellation** page group with a NOA code of 001-0.



NEVER delete a row from the Employee's Personnel Action Record. If an item needs to be removed from an employee record, the Agency's Help PoC should log a ticket to make this request.

Navigational Paths

**Home → Administer Workforce → Administer Workforce (USF)
Use → Cancellation**

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
 - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
-

Salary and Step Information



The salary and step must be returned to the lower salary grade and step if an increase or promotion action is being cancelled. The employee must be returned to the status they occupied prior to the action that was cancelled.

Procedure

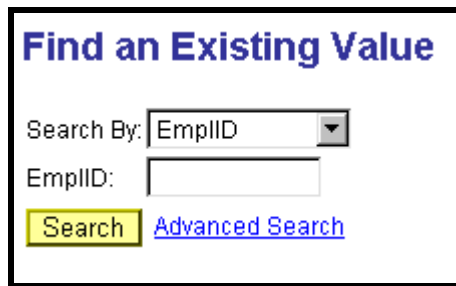
The following steps detail the procedure for processing a cancellation.

1

Follow the navigational path:

**Home → Administer Workforce → Administer Workforce (USF)
Use → Cancellation**

The **Find an Existing Value** page appears.



Find an Existing Value

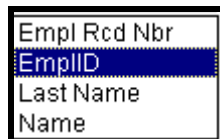
Search By:

EmplID:

[Advanced Search](#)

- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:



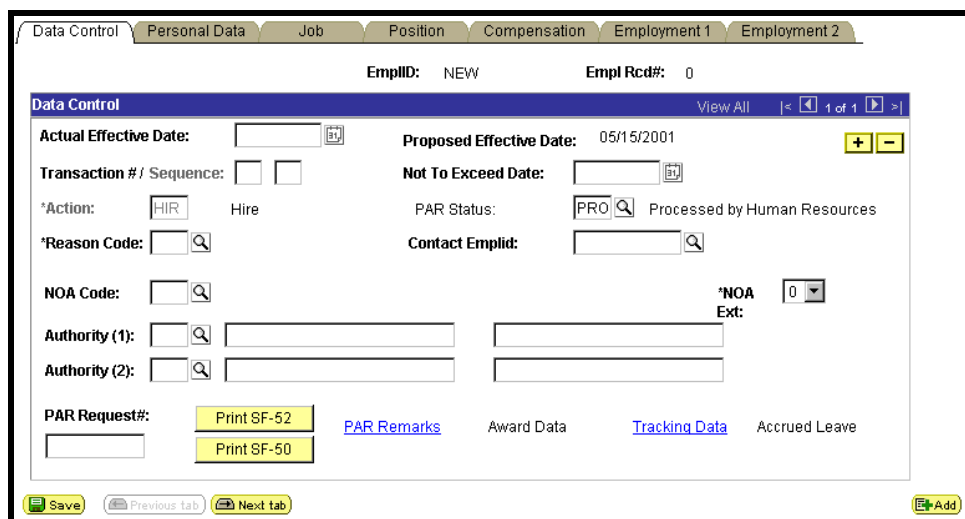
Empl Rcd Nbr
EmplID
 Last Name
 Name

- 3 Enter the appropriate variable in the next field. (for example, Last Name)

- 4 Click .

- 5 Select the appropriate employee.

The following **Data Control** page appears:



Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

EmplID: NEW Empl Rcd#: 0

Data Control View All | < 1 of 1 >

Actual Effective Date: Proposed Effective Date: 05/15/2001

Transaction # / Sequence: Not To Exceed Date:

*Action: Hire PAR Status: Processed by Human Resources

*Reason Code: Contact EmplID:

NOA Code: *NOA Ext:

Authority (1):

Authority (2):

PAR Request#: [PAR Remarks](#) Award Data [Tracking Data](#) Accrued Leave

- 6 Use the to locate the action to be cancelled.

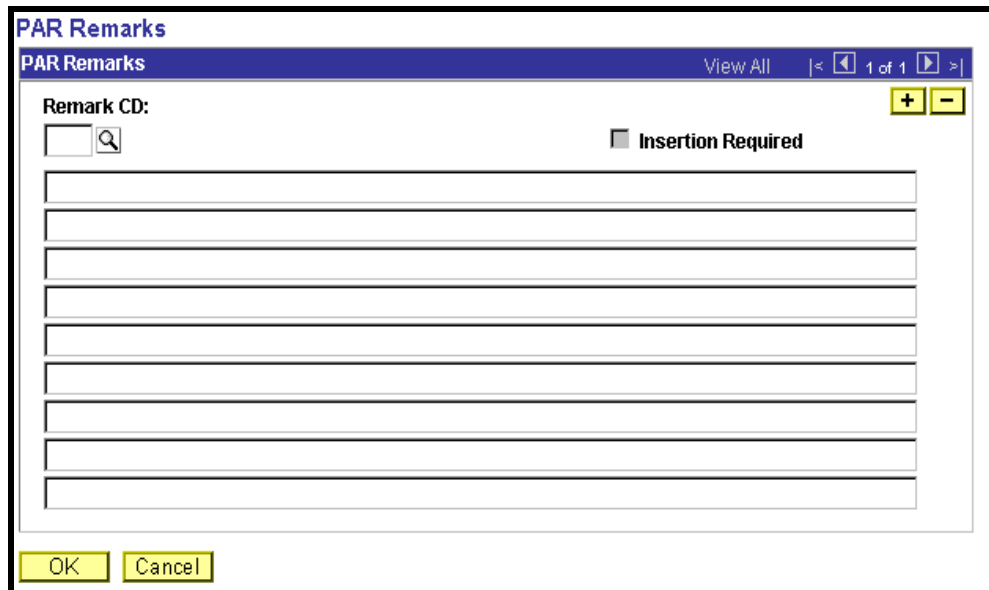
- 7 Enter “CAN” in the **PAR Status** field.

NOTE: DO NOT INSERT A NEW ROW FOR THIS CANCELLATION ACTION! Change the PAR Status on the **existing** row. If a new row is inserted, you will receive a sequencing error message.


NOTE: Upon entering the CAN PAR Status, the NOA code will populate automatically behind the scenes.

- 8 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



- 9 Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

NOTE: To add additional remarks, use the  to insert a row.

NOTE: If the **Remark CD** contains a “****”, you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: To enter freeform remark, enter “ZZZ” in the **Remark CD** field in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The “ZZZ” remark can only be used once for each personnel action.



NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.

Mandatory Remarks

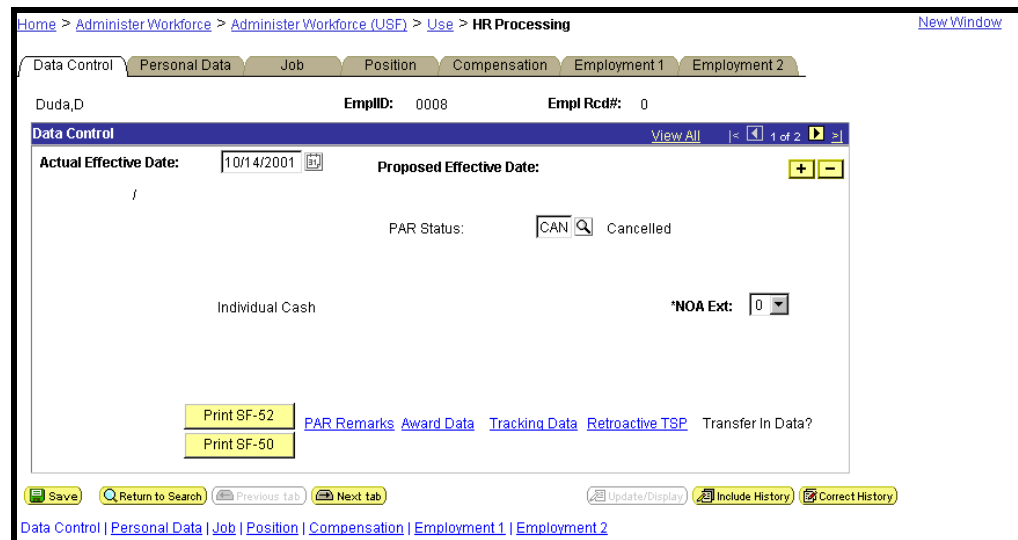


The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific comments for entry, except for the freeform ZZZ.

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Click .

Once the action has been cancelled, the PAR Status for this row will display “CAN.” The cancelled row appears as shown below.



The screenshot displays the HR Processing interface for employee Duda, D (EmplID: 0008, Empl Rcd#: 0). The interface includes tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The Data Control tab is active, showing the Actual Effective Date (10/14/2001) and Proposed Effective Date. The PAR Status is displayed as "CAN" (Cancelled). The Individual Cash section shows a *NOA Ext of 0. At the bottom, there are buttons for Print SF-52, Print SF-50, and links for PAR Remarks, Award Data, Tracking Data, Retroactive TSP, and Transfer In Data. The interface also includes a Save button, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History buttons.

NOTE: Another action may not be created or a new row for that action may not be inserted until the user scrolls down to the action prior to the cancellation.

NOTE: An SF-50 may be printed as a verification of this cancellation action. The SF-50 will display the correct NOA code for a Cancellation (001)

Prior Row Cancellation



In a prior row cancellation situation, if the cancellation results in required corrections to the following rows, a correction must be performed on those rows. See Chapter 4, Page 5 for a detailed procedure for corrections.



**Cancellation
of Conversion
Row**

If the conversion row is the only OPM row in the employee's record, before performing the cancellation, you must enter an OPM NOA from the Impact system which took place prior to the conversion from Impact to EHRP. Since the effective date on the employee's job code and position information is the conversion date, the job code and position information would also need to be modified to reflect the effective date of the earlier OPM action. Then you may proceed to cancel the conversion action.
